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MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the DDP Training Officers' Meeting held 16 March 1956

1. After each name in parentheses is indicated the cumulative attendance for 1956. The figure on the left of the slash is the number of meetings held, and the figure on the right represents the number of stated meetings attended.

a. Present:

25X1

[Redacted area for Present attendees]

b. Absent: (Designated DD/P Training Officers, only)

25X1

[Redacted area for Absent attendees]

[Redacted area for additional information]

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4. Training for Secretarial and Clerical Returnees: [] 25X1
PPC, raised the question of adequate training for the secretarial and clerical returnee. The consensus was, after general discussion, that the second week of Admin Procedures was sufficient for the Admin type; the Clerical Refresher for the clerical type; the second week of the Admin Procedures plus the BOC for the type who would qualify for semi-professional or professional assignments.
5. Cable Writing Refresher: The Chairman announced that the Cable Refresher Course for DDP will begin on 23 April, and will be extended through June. There will be quotas established for each Staff and Area Division for the ten scheduled sessions. The Training Officers will be notified when the dates are firm.
6. Training Regulation and Policy-Soft Files: The Chairman suggested that each TRO should have a "soft file" of all pertinent training regulations for working purposes. At the request of TRO's, the Chairman agreed to provide an up-to-date list of such regulations.
7. Foreign Language Development Program: The Chairman said that the Career Council and the DCI had approved the Foreign Language Development Program, provided no payment of monetary awards is made until approval to do so is received from the Comptroller General. The Chairman will keep the Training Officers informed.
- 25X1 8. [] Medical Clearances: The Chairman informed the Training Officers that all requests for medical evaluations for [] 25X1
training be sent to the Physical Requirements Officer, Attention: [] 25X1
[] Room 101 Central Building (Extension []) It was also requested 25X1
that a notation be made on the training request that the evaluation forms have been forwarded.
9. The Chairman said he was investigating the tardiness of Language Aptitude Test Results and would inform the Training Officer of the [] Staff endeavors to expedite them.
10. The Chairman said several of the Training Officers had inquired about the possibility of training offered after working hours. It was the Chairman's recommendation that such needs be included in the current Training Requirements Survey.
- 25X1 11. [] said that all dependents who are scheduled for Dependents' Briefings should be notified to that effect, as they are expected to attend.
12. The Chairman invited the Training Officers to telephone agenda items they might have by the Wednesday preceding the TRO Meeting.
13. The Chairman introduced [] who will act as Registrar, OTR, during the absence of [] 25X1
25X1

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14. [] recommended that the Registrar forward individual enrollment notifications after the final check on the [] Course roster, rather than upon registration, as many students and their superiors were under the impression that registration means enrollment acceptance.

[]

15. [] congratulated SE, FE and EE Divisions for rendering splendid assistance in gathering material for []

[]

Chairman,
Clandestine Services Training Committee

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